1 LAND ACQUISITION

- 1.1 Land Guidance
 - 1.1.1 Applicability
 - 1.1.2 Background
 - 1.1.3 Guidelines Revised 4/2012
 - 1.1.3.1 Environmental / Sustainability / Energy Revised 7/2012
 - 1.1.4 Request
 - 1.1.5 Requirements Revised 4/2009
 - 1.1.5.1 No Cost Land on Airport Memorandum of Agreement

(MOA) Revised 4/2012

- 1.1.5.2 Succeeding Leases/Lease Renewals Revised 7/2012
 - 1.1.5.2.1 Holdover Tenancy Revised 4/2008
- 1.1.6 Procurement Method Revised 4/2012
- 1.1.7 Advertising
- 1.1.8 Right Of Entry Revised 4/2012
- 1.1.9 Survey / Title / Appraisers
- 1.1.10 Market Survey / Appraisal Revised 4/2012
- 1.1.11 Lease versus Purchase Analysis Revised 4/2012
- 1.1.12 Term Of Lease
- 1.1.13 Evaluation / Negotiation Revised 4/2012
- 1.1.14 Contract Execution Revised 4/2012
- 1.1.15 Documentation to Lease File Revised 4/2012
- 1.1.16 Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- 1.1.17 Outgrant Revised 1/2013
- 1.1.18 Contracting Officer Representative (COR) Added 1/2007
- 1.1.19 Condemnation Added 4/2009
 - 1.1.19.1 Acquisition of Real Property by Eminent Domain Procedure Guide for the FAA $_{\rm Revised\ 4/2012}$
 - 1.1.19.2 Condemnation Procedures Checklist Added 1/2008
- 1.2 Land Clause Matrix Revised 4/2013
 - 1.2.1 Outgrant Clause Matrix Revised 4/2012
 - 1.2.2 Easement Clause Matrix Added 4/2013
- 1.3 Land Lease Templates Revised 4/2010

2 SPACE ACQUISITION GUIDANCE

- 2.1 Applicability
- 2.2 Real Estate Acquisition Process
 - 2.2.1 Request
 - 2.2.2 Requirements and Planning Revised 1/2011
 - 2.2.3 Procurement Method
 - 2.2.4 Succeeding Leases/Lease Renewals Revised 7/2012
 - 2.2.4.1 Holdover Tenancy Revised 7/2008
 - 2.2.5 Advertising/Market Survey and Appraisal Revised 4/2012
 - 2.2.6 Request for Offers/Solicitation for Offers Revised 7/2010

- 2.2.7 Negotiation
- 2.2.8 Evaluation of Offers
- 2.2.9 Documentation to the Lease File Revised 7/2009
- 2.2.10 Award
- 2.2.11 Condemnation Added 1/2008
- 2.3 Post Award Real Estate Process
 - 2.3.1 Inspection and Acceptance Revised 10/2013
 - 2.3.2 Alterations and Improvements Revised 10/2013
 - 2.3.3 Tenant Improvements / Tenant Improvement Allowances for Space Acquisition $_{\rm Added\ 10/2012}$
 - 2.3.3.1 Questions and Answers Revised 1/2013
 - 2.3.3.2 Examples of Attachment B in Practice Added 10/2012
 - 2.3.3.3 Glossary Added 10/2012
- 2.4 Appendices
 - 2.4.1 Appendix A: Administrative Space Guidance Revised 4/2012
 - 2.4.1.1 Space Order 4665.4 Standard Operating Process, Procedure and Guidelines for Administrative Space Revised 1/2011
 - 2.4.1.2 Chief Financial Officer Review of GSA Space Request over \$10 Million $_{\rm Added\ 1/2010}$
 - 2.4.1.3 Occupancy Agreement Checklist for GSA-Owned and GSA-Leased Space $_{\rm Added\ 7/2010}$
 - 2.4.2 Appendix B: Vehicle Parking Guidance Revised 4/2012
 - 2.4.3 Appendix C: Rural Development Act Guidance Revised 4/2012
 - 2.4.4 Appendix D: Lease Terms Revised 4/2012
 - 2.4.5 Appendix E: Rent-Free Guidance Revised 4/2012
 - 2.4.6 Appendix F: Short-term Conference and Meeting Space Revised 4/2012
 - 2.4.7 Appendix G: Security Revised 4/2012
 - 2.4.8 Appendix H: Seismic Revised 10/2012
 - 2.4.9 Appendix I: Accessibility Revised 4/2012
 - 2.4.10 Appendix J: Outgrant Revised 1/2013
 - 2.4.11 Appendix K: Supplemental Lease Agreement (SLA) Revised 4/2012
 - 2.4.12 Appendix L: Contracting Officer Representative (COR) Added 1/2007
 - 2.4.13 Appendix M: Labor Standards/Davis Bacon Revised 7/2009
 - 2.4.14 Appendix O: Disaster or Emergency Janitorial Services Revised 4/2012
 - 2.4.15 Appendix P: Prohibited Real Estate Broker Services Added 7/2010
 - 2.4.15.1 Sample Prohibited Letters Attachment A: Hiring a Broker Added 7/2010
 - 2.4.15.2 Sample Prohibited Letters Attachment B: Broker Letter to potential lessor Added 7/2010
 - 2.4.15.3 Sample Prohibited Letters Attachment C: Letter of Termination with Broker Added 7/2010
 - 2.4.15.4 Sample Prohibited Letters Attachment D: Letter of Intent $_{Added\ 7/2010}$
 - 2.4.16 Environmental / Sustainability / Energy Revised 4/2013
 - 2.4.16.1 HPSB Appendix A: Federal Leadership in HPSB MOU Added 1/2012
 - 2.4.16.2 HPSB Appendix D: HPSB Definitions Added 1/2012

- 2.4.16.3 HPSB Appendix B: Guiding Principles for Federal Leadership in HPSB $_{\rm Added\ 1/2012}$
- 2.4.16.4 HPSB Appendix C: Frequently Asked Questions on Guiding Principles Added 1/2012
- 2.5 Space Clause Matrix Revised 4/2013
 - 2.5.1 Outgrant Clause Matrix Revised 4/2012
- 2.6 Space Lease Templates Revised 4/2010

3 ADMINISTRATIVE AND GENERAL ASSET MANAGEMENT Revised 7/2008

- 3.1 Management Guidance
 - 3.1.1 Applicability
 - 3.1.2 Background
 - 3.1.3 Guidelines
 - 3.1.4 Contract Management Revised 10/2006
 - 3.1.4.1 System for Award Management (SAM) Revised 1/2013
 - 3.1.4.2 Electronic Fund Transfer (EFT) Revised 7/2007
 - 3.1.5 Capitalization Revised 10/2013
 - 3.1.6 Real Property Physical Inventories and Records Revised 4/2012
 - 3.1.7 Accountability Revised 4/2012
 - 3.1.7.1 Lease Scanning and Documentation Procedure Revised 4/2012
- 3.2 Management Forms Revised 7/2010

4 UTILITY ACQUISITION

- 4.1 Utility Guidance
 - 4.1.1 Applicability Revised 4/2008
 - 4.1.2 Background Revised 4/2008
 - 4.1.3 Guidelines Revised 4/2008
 - 4.1.4 Pre-Award Contract Reviews Revised 7/2008
 - 4.1.5 Award Revised 4/2008
 - 4.1.5.1 Funding Obligation Added 4/2008
 - 4.1.6 Post-Award Actions Revised 4/2012
 - 4.1.6.1 Payment Problems Added 4/2008
 - 4.1.6.2 Problems Involving Meter/Account Numbers Added 4/2008
 - 4.1.6.3 Energy Cooperative Programs Revised 1/2012
 - 4.1.7 Termination Revised 4/2008
 - 4.1.8 Disposal of Real Property effect on Utility Revised 4/2008
 - 4.1.9 Documentation Revised 4/2012
- 4.2 Utility Clause Matrix Revised 4/2013
- 4.3 Utility Templates Revised 4/2010

5 MANAGEMENT AND DISPOSAL OF EXCESS REAL PROPERTY Revised 10/2005

- 5.1 Introduction Added 10/2005
 - 5.1.1 General Added 10/2005
 - 5.1.2 Scope Added 10/2005
- 5.2 Roles and Responsibilities Added 10/2005
 - 5.2.1 Real Property Management Officer (RPMO) (FAA

Headquarters) Revised 10/2008

- 5.2.2 Real Property Manager (RPM) Revised 10/2008
- 5.2.3 Internal Review Officer (IRO) Added 10/2005

- 5.2.4 Real Property Disposal Officer (RPDO) Added 10/2005
- 5.2.5 Personal Property Disposal Officer (PPDO) Added 10/2005
- 5.2.6 Real Estate Contracting Officer (RECO) Added 10/2005
 - 5.2.6.1 Contracting Officer Representative (COR) Added 10/2006
 - 5.2.6.2 Sample Notification Letter and Delegation

Memorandum Revised 4/2012

- 5.2.7 Logistics Program Coordinator (LPC) Added 10/2005
- 5.2.8 Real Property Custodian (RPC) Added 10/2005
- 5.3 Identification of Excess Real Property Added 10/2005
 - 5.3.1 Mission-Related Excess Added 10/2005
 - 5.3.2 Condition-Related Excess Added 10/2005
 - 5.3.2.1 Safety Hazards Added 10/2005
 - 5.3.2.2 Unserviceable Property Added 10/2005
 - 5.3.2.3 Damaged Property Added 10/2005
 - 5.3.2.4 Uneconomical to Maintain Assets Added 10/2005
- 5.4 Evaluation of Excess Real Property for Disposition $_{Added\ 10/2005}$
 - 5.4.1 General Added 10/2005
 - 5.4.2 Budgeting for Disposal Costs Added 10/2005
 - 5.4.3 Reutilization Added 10/2005
 - 5.4.4 Demolition Added 10/2005
 - 5.4.4.1 To Facilitate Airport Improvements Added 10/2005
 - 5.4.4.2 Dismantling for Reutilization Added 10/2005
 - 5.4.4.3 Elimination of Safety Hazards Added 10/2005
 - 5.4.4.4 Uneconomical to Maintain Added 10/2005
 - 5.4.5 Conveyance by Transfer Agreement Revised 1/2012
 - 5.4.5.1 To Facilitate Airport Improvements Added 10/2005
 - 5.4.5.2 Obligated by Contract Added 10/2005
 - 5.4.5.3 Release of Easements, Restrictions and Other Real Property Rights Added 10/2005
 - 5.4.6 Abandonment of Leasehold Improvements Revised 1/2012
 - 5.4.7 Evaluation of Legal, Safety, Security and Environmental Issues Revised 4/2009
 - 5.4.8 Evaluation of Environmental and Safety Issues Revised 1/2012
- 5.5 Real Property Disposal Actions Added 10/2005
 - 5.5.1 General Added 10/2005
 - 5.5.2 Totally Decommissioned Sites Added 10/2005
 - 5.5.2.1 Leased Land and Other Real Property Rights Revised 4/2009
 - 5.5.2.2 Owned Land Added 10/2005
 - 5.5.2.3 Permanent Buildings Revised 1/2012
 - 5.5.2.4 Non-permanent Buildings Revised 1/2012
 - 5.5.2.5 Structures Revised 1/2012
 - 5.5.2.6 Other Real Property Rights Added 10/2005
 - 5.5.3 Partially Decommissioned Sites Added 10/2005
 - 5.5.4 Miscellaneous Real Property and Component Items Revised 4/2009
 - 5.5.5 Preparation and Routing of FAST Form, Real Property Disposition Report

Revised 4/2009

5.5.5.1 The FAST Form, Real Property Disposition Report Revised 4/2009

- 5.5.5.2 Initiator Responsibilities Revised 4/2009
- 5.5.5.3 Routing and Review of the FAST Form, Real Property Disposition Report $_{\text{Revised 4/2009}}$
- 5.5.5.4 RPDO Decision Factors Added 10/2005
- 5.5.5.5 RPDO Actions Revised 4/2009
- 5.6 Reutilization Added 10/2005
 - 5.6.1 General Added 10/2005
 - 5.6.2 Criteria for Reutilization Added 10/2005
 - 5.6.3 Processing for Local or Regional Reutilization Added 10/2005
 - 5.6.4 Reutilization of Land, Land Rights or Space Revised 4/2012
 - 5.6.5 Reutilization Outside the Region Added 10/2005
- 5.7 Reporting Excess Property for Interagency Screening Added 10/2005
 - 5.7.1 General Added 10/2005
 - 5.7.2 USD System Added 10/2005
 - 5.7.3 GSA Property Disposals Revised 4/2009
 - 5.7.3.1 Reporting Environmental Information to the GSA Revised 4/2009
 - 5.7.3.2 Standard Form 118 Added 10/2005
 - 5.7.3.3 Excess Government-Owned Land Added 10/2005
 - 5.7.3.4 Relinquishment of Public Domain Land Added 10/2005
 - 5.7.4 Withdrawal From Excess Added 10/2005
- 5.8 Real Property Reports of Survey Added 10/2005
 - 5.8.1 General Added 10/2005
 - 5.8.2 Special Terms Added 10/2005
 - 5.8.3 Loss, Damage or Destruction of Government Real Property Added 10/2005
 - 5.8.3.1 Loss of Government Real Property Added 10/2005
 - 5.8.3.2 Damage to Government Real Property Added 10/2005
 - 5.8.3.3 Destruction of Government Real Property Added 10/2005
 - 5.8.4 Report of Survey Investigations, Findings and Recommendations Added 10/2005
 - 5.8.4.1 Real Property Custodian Added 10/2005
 - 5.8.4.2 Survey Officer Revised 4/2012
 - 5.8.5 Survey Officer Calculations for Property Value, Repair Cost and Financial Liability $_{
 m Added~10/2005}$
 - 5.8.5.1 Value of Lost or Destroyed Real Property Added 10/2005
 - 5.8.5.2 Value of Damaged Property Added 10/2005
 - 5.8.5.3 Limits of Liability Added 10/2005
 - 5.8.6 Internal Review Officer Responsibilities Added 10/2005
 - 5.8.7 Report of Survey (ROS) Board Revised 4/2012
 - 5.8.8 Real Property Manager Responsibilities Added 10/2005
 - 5.8.9 Review by Counsel Added 10/2005
 - 5.8.10 Notifying Respondent(s) of Financial Liability Findings Added 10/2005
 - 5.8.10.1 Respondent's Rights Added 10/2005
 - 5.8.10.2 Processing Time Added 10/2005
 - 5.8.11 Finalization of Reports of Survey Added 10/2005
 - 5.8.12 Special Actions Added 10/2005
 - 5.8.12.1 Recovered Property Added 10/2005
 - 5.8.12.2 Repayment of Amounts Erroneously Collected Added 10/2005

- 5.9 Appendices Added 10/2005
 - 5.9.1 Appendix A Glossary Revised 4/2009
 - 5.9.2 Appendix B- Acronyms Revised 4/2012
- 5.9.3 Appendix C Forms Revised 4/2012
 - 5.9.3.1 LIS/USD Excess Personal Property Report Revised 7/2010
 - 5.9.3.2 Real Property Disposition Report Revised 7/2010
 - 5.9.3.3 Real Property Account Adjustment Report Revised 7/2010
 - 5.9.3.4 Report Survey Revised 7/2010
- 5.9.4 Appendix D GSA Headquarters and Regional Offices Added 10/2005
- 5.9.5 Appendix E Other Useful References Added 10/2005

6 REAL ESTATE CAREER DEVELOPMENT Revised 7/2013

- 6.1 Introduction Revised 7/2013
- 6.2 Real Estate Contracting Officer/Specialist (RECO/S) Certification Revised 7/2013
 - 6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification Revised 10/2013
 - 6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification Revised 10/2013
- 6.3 Real Estate Contracting Officer Warrants Revised 7/2013
 - 6.3.1 Real Estate Contracting Officer/Specialist (RECO/S) Warrants Revised 7/2013
 - 6.3.2 Warrant Levels Revised 7/2013
 - 6.3.3 Maintaining Warrants Revised 7/2013
 - 6.3.4 Limitations Revised 7/2013
 - 6.3.5 FAA Federal Acquisition Executive (FAE) Approval Revised 7/2013
 - 6.3.6 Procedures for Obtaining and Increasing Warrants Added 7/2013
- 6.4 Real Estate Development Forms Added 7/2010

7 LEGAL COORDINATION Added 10/2009

- 7.1 Legal Review of Real Property Actions Added 10/2009
- 7.2 Introduction Added 10/2009
- 7.3 Definitions Added 10/2009
- 7.4 Real Property Actions Coordinated with the Office of Chief Counsel (AGC-500) or Region or Center Counsel Revised 7/2012
- 7.5 Coordination between the Service Organization and Agency Counsel Added 10/2009
- 7.6 Real Property Acquisition: Documentation Required to be Submitted for Legal Review Revised 7/2012
- 7.7 Representation Added 10/2009
- 7.8 Exceptions and Waivers Added 10/2009
- 8 Housing Added 10/2011
 - 8.1 Applicability Revised 4/2012
 - 8.2 Roles & Responsibilities Revised 4/2012
 - 8.3 Types of Housing Units Added 10/2011
 - 8.4 Forms & Documentation Revised 1/2012
 - 8.5 New Housing Acquisition Process Added 10/2011
 - 8.6 Housing Administration Added 10/2011